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ABSTRACT

The Z39 Committee develops voluntary consensus standards in library work, documentation, and related publishing practices. This report discusses its history, financing, activities, administration, and recommendations on future courses of action. The Task Force recommends that (1) the committee name be changed and the scope of interest restated; (2) a more planned approach to standards development be adopted; (3) the Council of National Library Associations continue to serve as secretariat with some reorganization of current procedures; (4) Z39 should remain a single committee, but with officers elected by the representatives of the member organization; (5) this report be widely distributed; and (6) funding proposals to the National Science Foundation be initiated. (DAG)

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American National Standards Committee Z39

Recommended Future Directions

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Prepared by:

Task Force
on American National Standards
Committee Z39

Activites
and Future Directions

National Commission on Libraries
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FOREWORD

In March 1977, the National Commission on Libraries and Information Science appointed a task force to review the activities of the American National Standards Committee Z39 and to make recommendations on the future directions of the Committee. The Task Force on American National Standards Committee Z39, Activities and Future Directions, met four times between March and October 1977. This report is the product of those deliberations.

Discussions among the Council on Library Resources, the National Science Foundation, and the NCLIS led to the decision to establish the Task Force. These earlier discussions were stimulated by concerns, on the part of some, that Committee Z39 operations should be expanded to be more representative of the entire information community. Recognizing the importance of standards in the national program, the NCLIS agreed to create the Task Force. Funds for the Task Force were provided by the NCLIS and the National Science Foundation.

The NCLIS wishes to thank the Task Force members and their organizations for their important contributions in this effort.

Special thanks go to Mr. Joseph Becker, who served as Chairman of the Task Force, and Mr. Vernon E. Palmour, who served the Commission as a staff consultant and prepared draft materials and the final report.

Finally, I would like to express the appreciation and gratitude so well-deserved by Dr. Jerrold Orne, the Chairman of Committee Z39. Dr. Orne has volunteered his time and energy to the Z39 operations for twelve and one-half years. His contributions to library standards far exceed the little recognition and rewards received for such dedicated work.

ALPHONSE F. TREZZA
Executive Director
National Commission on Libraries
and Information Science

November 1977

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INTRODUCTION

Voluntary consensus standards in library work, documentation, and related publishing practices are developed by American National Standards Committee Z39 operating under the procedures of the American National Standards Institute. The Z39 Committee has filled this role since its inception in 1939. Functioning as a voluntary organization, with no paid staff until recent years, Z39 has produced standards through the work of subcommittees established to prepare specific standards recognized as needed by the community. At this time there are 28 current published standards covering many facets of library and publishing work.

The scope of the Z39 Committee has been changed at various times to better reflect the needs and concerns of library and related fields. At its inception in 1939, the statement of scope read:

> "Standards for concepts, definitions, terminology, letters and signs, practices, methods, supplies and equipment used in the field of library practices."

Little attention was given to 'supplies and equipment' and eventally these two elements were dropped by Z39 only to be picked up in 1960 and established as another American National Standards Committee, Z85. In 1963 the Z39 scope was expanded to read:

"Standards for concepts, definitions, terminology, letters and signs, practices and methods in the field of library work, and in the preparation and utilization of documents."

The interest and concern of the library and information communities with standards for documentation and publishing continued to grow and in 1966 the scope was again broadened to the current statement:

"To develop standards for concepts, definitions, terminology, letters and signs, practices, and methods in the fields of library work, in the preparation and utilization of documents, and in those aspects of publishing that affect library methods and use."

The official name of the committee is American National Standards Committee Z39, Standardization in the Field of Library Work, Documentation, and Related Publishing Practices.

Administrative activities of Z39 are handled by a small staff located at the University of North Carolina. Dr. Jerrold Orne, Professor, School of Library Science, University of North Carolina, has served as voluntary Chairman for Z39 since 1965. Other voluntary officers are a vice chairman and a secretary-treasurer. Staff at the Z39 office consists of one half-time professional librarian.

Financing for Z39 work is made up of the contributed time of subcommittee members and grants from the Council on Library Resources and the National Science Foundation. These two organizations have been the sole source of income for Z39 since 1965. Grant funds amounted to $44,000 in the year 1976-77. These funds provided for two half-time staff members and travel and expenses for subcommittee work. On October 1, 1977, the National Science Foundation ended its support of Z39 and funding was reduced accordingly by 50 percent.

As an American National Standards Committee, Z39 is administered by the Council of National Library Associations, Inc., which acts as secretariat in accordance with the procedures of the American National Standards Institute. In the preparation of documents for consideration as American National Standards, the secretariat is responsible for carrying out the Institute's procedures.

In recent years a number of questions have been raised about the future operations of Committee Z39. There has been a growing concern on the part of the community involved in the development and operation of automated information services that Z39 has concentrated in the more traditional library areas. This group feels that not enough attention has been given to the needs for standards in the fast growing data base business in the information-related fields. Questions arise as to whether the scope of Z39 requires another update to reflect this new area.

Certain operational issues have been questioned considering the manner in which standards evolve. Some believe that Z39 has not

been sufficiently active in the pursuit of new standards, and simply waited until proposals were submitted from the community. A more aggressive approach would draw up plans based on investigations into needed standards in specific areas. It has been suggested that the U. S. stands to lose out in the international standards arena if a more active approach is not adopted in order to keep pace with some of the standards-making bodies in other countries.

Dr. Orne, the current Chairman of Z39, ends his present term on July 1, 1978. There must be a new chairman and a new location for the Z39 administrative office.

In line with the proposal to expand the scope of Z39 to more completely cover the interests of the automated information services, the representativeness of the current secretariat has also been questioned. Some feel that the Council of National Library Associations, as the secretariat, represents the library community but not other information organizations.

The funding agencies, Council on Library Resources and National Science Foundation, along with the National Commission on Libraries and Information Science, agreed on the need for a quick review and assessment of Z39 activities. With the change of the chairmanship coming up in one year and the need to consider possible expansion of Z39's scope, it was apropos to conduct a review and assessment of Z39. The National Commission appointed a task force with members representing the various interest groups in the library, documentation, publishing and information communities.

The Task Force on American National Standards Committee Z39 Activities and Future Directions[1] was charged to:

1. Recommend an organization to sponsor the Committee as secretariat. This will require the identification of potential sponsors, the definition of criteria for making a selection, and the application of the criteria in arriving at the recommended sponsor.
2. Assess Z39's present mode of operation in terms of leadership, responsiveness to community initiatives, unified versus dual chairmanship, use of subcommittees versus commissioned studies, and alternative means of financial support.

Under Chairman Joe Becker, the Task Force met four times during the period March-October 1977. This report represents the findings and recommendations of the Task Force.

[1] See Appendix A for names and organizations of Task Force members.

AMERICAN NATIONAL STANDARDS COMMITTEE Z39

Most persons who have not been directly involved in standards development work have little appreciation for the vast worldwide organizational activities that go into the preparation, distribution and promotion of standards. The coordination of national and international standards requires established procedures that must be adhered to for final acceptance. The fact that the development, acceptance and use of standards are, for the most part, carried out on a voluntary basis in the United States further complicates the whole process. Before discussing the activities of Committee Z39, it is beneficial to review briefly the standards environment in which Z39 functions.

American National Standards Institute

The American National Standards Institute (ANSI) is the nationally recognized coordinator of voluntary U. S. standards development and the clearinghouse for information on national and international standards. ANSI is a private nonprofit organization with a federated membership of some 900 companies and 200 trade, technical, scientific, professional, labor, and consumer organizations.[2] In cooperation with its federated membership

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[2] American National Standards Institute, ANSI Progress Report 1977, New York, March 1977.

and through its councils, boards, and committees, ANSI provides the mechanism to identify what standards are needed and to ensure that qualified organizations and individuals undertake the standards development work. The Institute does not itself develop standards.

One of ANSI's main functions is managing and coordinating the voluntary development of national standards in the U. S. to ensure that they meet consensus criteria. ANSI is responsible for U. S. participation in international standardization. It is the official U. S. member of the International Organization for Standardization (ISO).

Another important function of ANSI is approving standards as American National Standards when they meet the necessary consensus requirements. These requirements ensure that all substantially affected interests have had an opportunity to participate in a standard's development or to comment on its provisions and that the standard has achieved general recognition and acceptance for use. Organizations that submit standards to ANSI for approval must supply evidence that these and related consensus criteria have been met. ANSI then conducts an independent verification of the adequacy of consensus before acting on approval.

Although American National Standards are developed and used voluntarily, some standards become mandatory for U. S. government

agencies when adopted or referenced by the U. S. government. Representatives of government serve on ANSI councils, boards, and committees and an ever-increasing number of ANSI-sponsored national consensus standards are being adopted or referenced by governmental agencies.

ANSI acts as a clearinghouse for information on both national and international standards. Currently there are some 8,000 American National Standards and 5,000 international standards issued by the International Organization for Standardization and the International Electrotechnical Commission.[3]

ANSI Procedures

The managing and coordinating of standards development programs is the responsibility of standards management boards established by ANSI.[4] Standards management boards operate within a specific scope of activity, e.g., Committee Z39 operates under the Information Systems Standards Management Board. These boards have the important tasks of stimulating the development of needed national standards, discouraging the development of unneeded national standards, ensuring that all American National Standards are of high quality, coordinating domestic and international standardization, avoiding conflicts, and minimizing

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[3] Ibid.

[4] American National Standards Institute, American National Standards Institute Procedures for Management and Coordination of American National Standards, New York, Feb. 1975.

duplication among national standards. Board membership is drawn from organizational members of ANSI, governmental bodies, company members of ANSI and individual experts. Each member of a board, except for individual experts, designates one representative, and may also designate alternates where necessary, who serve at the discretion of the member organization. Each member has one vote. Each standards management board has elected officers--chairman, one or more vice chairman, and a secretary.

The concept of consensus standards requires procedures that guarantee consensus of all involved parties. While anyone can submit a proposed standard to ANSI, only three methods for the development of evidence of consensus for approval of American National Standards are recognized by ANSI. These are the Accredited Organization Method, the American National Standards Committee Method, and the Canvass Method. If the person or group submitting the proposed standard chooses either the Accredited Organization Method or the Standards Committee Method, the information is referred to the appropriate standards management board which in turn refers it on to the appropriate body--either an Accredited Organization or secretariat of an American National Standards Committee. In the case where the Canvass Method is elected, the proponent is responsible for preparing the canvass list, collecting the responses, and documenting the results. The three methods are:

1. Accredited Organization Method. Any organization substantially involved in standards work may apply to ANSI for

accreditation. Criteria for accreditation include operating procedures for development of consensus standards under ANSI guidelines. An Accredited Organization may submit proposed American National Standards to ANSI for approval.

2. American National Standards Committee Method. Standards Committees established and operating under the procedures provided by ANSI are known as American National Standards Committees and are administered by a secretariat which is responsible for compliance with the procedures. ANSI will consider any written request to establish an American National Standards Committee to operate within a specific scope. Requests are evaluated by a standards management board. Once the committee is approved by ANSI, it reviews standards developed by nonaccredited organizations, and if no appropriate body exists to develop a standard, it prepares such standard. A competent organization is designated by the cognizant standards management board to serve as secretariat of an American National Standards Committee. In preparation of documents for consideration as American National Standards, the secretariat is responsible for carrying out the ANSI procedures. Organizations willing to participate and having substantial concern and competence in the scope of the committee may become members of the committee. Member organizations designate representatives, and alternates, as necessary. Each American National Standards Committee has a chairman and a secretary and other additional officers as needed. Actual preparation of standards is carried out by subcommittees.

3. Canvass Method. An organization may propose an American National Standard and provide the evidence of consensus in accordance with certain ANSI procedures. The organization proposing the standard becomes the sponsor and prepares a canvass list, which is reviewed by the appropriate standards management board. The sponsor sends a ballot and other pertinent materials on the proposed standard to each organization and individual on the canvass list. Generally, a six months time limit is set on the canvass ballot. At this time the sponsoring organization submits necessary documentation to ANSI for consideration in the approval of the standard.

This has been a quick introduction to the ANSI procedures for American National Standards; more details on some of the international aspects of standards may be found in the National Bureau of Standards publication, The World of EDP Standards.[5]

American National Standards Committee Z39

Z39 functions under the ANSI procedures for an American National Standards Committee. The current secretariat is the Council of National Library Associations, which assumed this duty in 1951. Prior to this time, the American Library Association served as the secretariat, or sponsor as it was called earlier, of Committee Z39.

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[5] Hill, Marjorie F. and Josephine L. Walkowicz, The World of EDP Standards, Washington, D. C.: National Bureau of Standards, Dec. 1976.

Committee Z39 is currently responsible for American National Standards for library work, documentation and related publishing practices. Z39 is one of five committees that operates under the responsibility of the Information Systems Standards Management Board. The other committees are X3 (Computer and Information Processing), X4 (Office Machines and Supplies), X9 (Banking), and D20 (The States' Model Motorist Data Base). Other American National Standards Committees whose work are of interest to Z39 operate under other boards, e.g., PH5 Committee under Photographic Standards Management Board.

At the end of 1976, Z39 had 55 members (see Appendix B). Each member organization appoints a representative to Z39, and in some cases alternates are assigned. These are the voting members who must reach consensus on standards by letter ballot before Committee Z39 submits them to ANSI for consideration of approval. Usually, Z39 has held one membership meeting per year.

Current officers of Committee Z39 are: Dr. Jerrold Orne, Chairman; Toni Carbo Bearman, Vice Chairman; and Deborah Bodner Secretary-Treasurer. During Dr. Orne's tenure as Chairman, the Z39 office has been located at the School of Library Science, University of North Carolina, Chapel Hill, where Dr. Orne is now a professor emeritus of library science.

The preparation of standards is usually carried out by subcommittees. When there appears to be sufficient need and interest for a new standard within Z39's scope, as determined by the Program Committee (SC/1), the Chairman appoints a subcommittee

chairman, who in turn recommends individual working members for the subcommittees. Subcommittee members may or may not be representative of organizations who are Z39 members. Currently, there are about 20 subcommittees working on standards in such areas as machine input records, library statistics, indexing, journal article citations, book spine layout, and bibliographic code design. (See Appendix C for the subcommittees and Appendix D for the existing Z39 standards.) About 200 persons are actively involved in subcommittee work.

Approach Taken by Task Force

At the first meeting a series of key questions were identified that required investigation to satisfy the charge given the Task Force. These questions were as follows:

1. Should the scope and name of Committee Z39 be expanded to include a broader range of information transfer activities such as computerized data base services?
2. Can a single committee satisfy the need for standards development in a broader area than that currently defined? If not, should Z39 be reorganized?
3. Is the membership of Z39 representative of the entire community of interest groups under present scope? Under expanded scope?
4. Should a new secretariat be recommended? What are criteria for selection of a secretariat? Who are possible candidates for secretariat?
5. How should Z39 be financed and staffed?
6. Should a more systematic planning approach be adopted for standards development?
7. Are there operational changes that could improve the effectiveness of Z39?

In order to pursue answers to these questions in the limited time available, the Task Force was divided into working groups at the first meeting. Each Task Force member participated in a working group. Draft papers were prepared by the groups for review at the second meeting. Contents of this section summarize the considerations of the working groups based on review and discussions by the entire Task Force.

Areas of Review

Scope of Z39. The history of Z39 shows the scope of the Committee changing periodically over the last 37 years. These changes, as pointed out in the previous chapter, consisted of additions to the original scope statement that concerned itself only with the "field of library practice." First, the addition of "preparation and utilization of documents" was incorporated into the scope statement, and secondly "those aspects of publishing that affect library methods and use." This led to the current scope,

> "To develop standards for concepts, definitions, terminology, letters and signs, practices, and methods in the field of library work, in the preparation and utilization of documents, and in those aspects of publishing that affect library methods and use."

The area of greatest concern expressed by the Task Force was the need for an explicit statement recognizing the electronic data processing applications in the information field. It was felt that the responsibility for the development and control of standards of direct concern in these vitally important processing areas should be exercised by Committee Z39 rather than relegating them by default to other American National Standards Committees such as X3 (Computers and Information Processing). Examples include library automation and networking, computerized acquisition and/or cataloging, creation and communication of machine readable data bases by abstracting and indexing services, and on-line retrieval services through specialized nationwide telecommunications networks involving bibliographic, textual, and numeric data bases.

This computerized processing is related to the application of computer technology to discrete library and information science processes, services, or systems. There appears to be no conflict with the X3 scope statement which is concerned with application to information processing systems in a generic rather than in a specific sense, as follows:

> "Standardization in the areas of computers and information processing systems and peripheral equipment, devices, and media related thereto."

Organization of Committee Z39. The organization of Z39 consists of the three officers, appointed by the Council of National Library Associations (CNLA), and a number of subcommittees which carry out the standards development work. One

subcommittee (SC/1) has the responsibility for planning and promoting the Z39 program. A major concern of the Task Force was the implication of the broader scope upon the operation of Z39. There was the question as to whether a single committee could effectively accomplish the expanded activities. Several alternative approaches were discussed:

1. Set up one or more committees in addition to Z39.
2. Dissolve Z39 into several new committees.
3. Retain single committee and establish two or more major subdivisions under Z39. Consider co-chairmen.
4. Retain single committee with broader scope, name, and working activities.
5. Request a redefinition of scope and organization of the Information Systems Standards Management Board; this could be done in conjunction with any of the alternatives.

Positive reasons given for fragmenting Z39 included greater opportunities for funding from the specific communities whose interests would be better reflected in the more specific scopes of separate committees and the feeling that individual committees could be more responsive to their communities. Disadvantages of dividing Z39 were the possible loss in valuable communication between individuals working on standards in the more traditional library and information activities and those concerned with the new computer-based systems and the difficulty in dividing the Z39 activities into "clean" areas with discernable boundaries.

Membership of Z39. The Task Force attempted to identify the domain of Committee Z39 in terms of the stakeholders in the library and information fields. At present, there are 55 members of Z39. A quick glance at the list of members (see Appendix B) shows that library organizations and publishing organizations are most numerous. One of the working groups expanded the phrase "preparation and utilization of documents" in order to identify the professional specialization involved. This exercise led to a list of specialists such as abstractors, archivists, editors, publishers, translators, etc., that was compared to the membership list. Comparison of the two lists revealed that Z39 enjoys broad, but not complete, representation of the specialities that should be represented.

By a purely subjective assessment, the representation on Z39 appears to be weakest in the following areas:

1. Archivists
2. Nontechnical authors
3. Communications technology specialists
4. Linguists
5. Some of the important user groups may be underrepresented, e.g., education, law, history, social service; although most have some representation indirectly through specialized librarians or through government agencies.

Representation may not always show up in the membership of Z39, but may be reflected through individuals who serve on the subcommittees.

Approach to Standards Development. One of the most discussed issues of the Task Force dealt with the basic approach taken in the development of standards. The degree of planning for standards development was the real question. Two extremes are, 1) a completely planned and controlled approach, and 2) a totally voluntary, reactive approach.

The so-called "bubble-up" approach represents a voluntary approach to standardization, driven by the needs for standards as perceived by members of the community served. Characterizations of this approach are as follows:

1. Time and effort are concentrated in areas where perceived needs are greatest.
2. Manpower and facilities for research, if required, will often be contributed by concerned organizations.
3. Motivation for adoption and implementation frequently preceded or evolves from the standards development effort itself.
4. Standards development tends to codify the current state-of-the-art and existing practices, which are normally beyond the development phase.

At the other end of the spectrum is the completely planned approach to standards, or what was labeled the "master plan" or "matrix" approach. It is characterized by a systematic, planned approach to standardization, driven by or in accordance with a master plan. It can be characterized as follows:

1. A master plan sets out all possible standards that might be developed and establishes priorities for their actual development.
2. Dedicated and funded manpower and facilities are generally required to effect sustained levels of effort.
3. The primary thrust for implementation tends to be imposed by groups other than those to be served by the standard.
4. The standards development activities may occur at any point in the research-development practice cycle, independent of the state-of-the-art relative to each topic at the time standards development work is initiated.

In the pluralistic environment of the United States, the "bubble-up" approach has been the predominant means of developing standards in the library, documentation, information, and publishing communities. Standards have generally been developed in response to perceived needs, with much of the development resources contributed by member organizations. Other countries, however, have taken approaches similar to the "master plan" method. Centralized standards development activities, often established at governmental level, have systematically undertaken the development of sets of standards and have had the authority to insure their national adoption.

There is an increasing need for worldwide standards for the exchange of information. This is particularly true with regard to computerized information transfer systems. Some members of the

Task Force expressed concern that the United States could fall behind other nations who operate on the basis of a master plan approach to standards development. Standards for internationally interfacing activities are frequently established by the International Organization for Standardization (ISO) at the request of the country which has a particular standard that it wants accepted internationally.

Secretariat. The Council of National Library Associations (CNLA) has served as secretariat of Committee Z39 since 1951. Opinions on the part of Task Force members varied as to the effectiveness of CNLA as secretariat. Some felt that it had been too passive and had not shown the leadership required. Others thought CNLA had done a satisfactory job. But looking to the future of Z39, there was consensus that the needs of Z39 could better be served by a secretariat with broader representation of the information community. CNLA, being predominantly a library organization, does not represent the other important communities with interest in Z39, e.g., abstracting and indexing, bibliographic processing, information science, computer search services, and publishing.

The governance of Committee Z39 under CNLA has never been fully satisfactory. Officers have been appointed directly by CNLA with little or no participation on the part of Z39 members. The lack of permanent CNLA staff and office has meant that a number of the functions of the secretariat, according to ANSI procedures, have been carried out by Dr. Orne and the Z39 staff.

Criteria for the operation of the secretariat function were considered by the Task Force. Criteria identified were:

1. Represents broad range of interests in the information community.
2. Acceptable to community.
3. Capable of providing quarters, supervisory and support services.
4. Able to provide financial support.
5. Capable of publishing and distributing standards.
6. Able to receive and dispense funds.
7. Interested and willing to be secretariat.
8. Appropriate legal basis, e.g., 501(C)(3) organization.

With these general criteria in mind, the Task Force identified and considered a number of candidates as secretariat for Z39.

Included were:

Associations -

American Library Association

American Society for Information Science

Special Libraries Association

Information Industry Association

Association of American Publishers

National Federation of Abstracting and Indexing Services

Association of Information and Dissemination Centers

Council of National Library Associations

American Federation of Information Processing Societies

Foundations -

Council on Library Resources

Government Agencies -

National Bureau of Standards

National Commission on Libraries and Information Science

Library of Congress

National Science Foundation

National Academy of Sciences

New Not-For-Profit Organization

Funding. Funding of Z39 has come from the Council on Library Resources and the National Science Foundation. Under peer review by NSF the last request for Z39 funds was not accepted. Present CLR funding extends through June 1978. The Task Force agreed to the need for broader funding sources than the continued sole dependence upon grants. Possible sources of financial support are:

1. Membership fees
2. Sales of standards and related publications
3. Grants from government and private foundations
4. Income from trade and professional associations that would sponsor work of the subcommittees in their specific areas of interest
5. Secretariat

Membership fees might be based upon an organization's "size" in terms of annual budget or other indicators.

Apparently Z39 is one of a few American National Standards Committees without direct industry support. Experience of the National Micrographics Association indicates the possibility of income from the sale of standards and related publications. The current annual income received by ANSI from the sale of Z39 standards ranges between $2,000 and $3,000. Although with more promotion the sales income could probably be increased, it is unlikely to be enough to support a publications operation.

CONCLUSIONS

Early Considerations

The Task Force concluded that the scope and name of Committee Z39 should definitely be modified to reflect the broader field of information transfer. Z39 should continue to function as a single committee with means provided to insure effective planning and developing of the necessary standards under a new scope. Membership of Z39 appears representative of the community served, even under the proposed expanded scope.

Committee Z39 must become more dynamic in order to fulfill its objectives better. It should greatly increase its effort to: a) create greater community awareness of the standardization process in general and awareness of standards already in existence, b) encourage wider participation in the development of new standards, and c) react more rapidly to emerging standardization needs.

Communication and liaison, particularly with member organizations, needs to be strengthened by Z39. Members must be made aware of new subcommittees in order to encourage wider participation in the standards development process. Active participation by members in the annual Z39 meetings should be pursued. Z39 should establish effective ongoing two-way liaison with other American National Standards Committees in areas related to information transfer. Improved means for the identification of the needs for standardization in the community should be developed. An annual call should be made for standards required on the widest possible scale. Z39 should

experiment with the approach of paying a recognized expert to prepare the initial draft of a proposed standard in order to speed up subcommittee work.

Committee Z39 should adopt a more planned approach to standards development. A method is needed that will combine the good features of both the "bubble-up" and the "master plan;" the "master plan" method will probably keep better pace with developments in national and international technology-based information systems. The planning role should be strengthened in order to create such a plan and continually monitor its progress.

In the selection of a secretariat, special consideration should be given to the organization that not only meets most of the criteria suggested earlier, but one that has the ability to support, from its own financial resources, a portion if not all of the core staff in the long run.

It is expected that income from sources, such as suggested earlier, would, in the long run, cover a significant portion of the budget--even perhaps part of the core staff costs. The basic responsibility by the secretariat to support core staff in a reasonable measure, if not in full, would assure stability for the staff and continuity to the continued coordination and management of Z39.

It is understood that the secretariat does not have any policy and operating responsibilities but only that of coordination and general management. Policy responsibility resides in the officers, executive committee, and members of Z39. They will determine priorities and areas of concern. Development of priorities, seeking

of grants, etc., should be the responsibility of the staff of the secretariat under the direction of the officers of Z39.

Based upon closer scrutiny of the criteria developed for the choice of secretariat, the Task Force initially selected the following organizations as the best potential candidates:

American Library Association (ALA)

American Society for Information Science (ASIS)

Library of Congress (LC)

National Commission on Libraries and Information Science (NCLIS)

New not-for-profit organization

Most members of the Task Force tended to prefer an existing organization for secretariat, but found it difficult to agree upon the acceptability of the named organizations. Consequently, a new not-for-profit organization was thought to have several advantages over the four existing organizations in the early discussions. First, it should be more representative of the diverse interests than any of the others. Another perceived advantage was the ability to take a more active role in the promotion of standards through sales and other marketing programs.

Members of the Task Force representing the four existing organizations were asked to solicit informal indications as to whether the organizations would consider serving as the secretariat of Z39. ALA, ASIS, and NCLIS responded that they would consider if the community suggested them. ALA and ASIS representatives stated that their organizations would have to satisfy the views of their members. LC was not interested because of their many existing

commitments and the possibility of a conflict of interest due to their heavy involvement in standards. CNLA, as the organization currently serving as the secretariat, expressed an interest in continuing in that capacity.

At a later date, formal communications were made with ALA, ASIS, and NCLIS to obtain information on the support services that these organizations could provide as secretariat, and whether the services could be provided without charges or with charges. ALA responded by stating that while they, as an organization, met all the general criteria for the sponsoring organization, they were not interested in competing for the position. ALA would consider seriously any request by the Task Force to negotiate terms and conditions under which they would be willing to assume the Z39 responsibility.

The response from ASIS stated that their Council expressed their interest in a unanimous vote on the matter. The Council felt that ASIS is eminently well qualified for the role. ASIS would not be able to provide financial support as the secretariat. Appendix E contains the letter requesting information and the responses from ALA and ASIS.

The NCLIS could consider serving as the secretariat, if approved by the Commissioners. However, an issue that would have to be resolved by NCLIS is whether such a function is mainly coordination or operational. The NCLIS has steered clear of embarking upon operational activities. Assuming satisfactory resolution of this problem, space and office support activities could be provided. Initially, the NCLIS could probably provide some support staff such

as secretarial assistance. NCLIS would work towards the provision of permanent staff for the secretariat function.

Major concerns expressed by the Task Force with regard to a new not-for-profit organization were the cost and whether Z39 activities could justify and support the operation of a new independent organization. A new organization established to function as the Z39 secretariat would have certain costs that might not be incurred if an existing organization was to serve. Additional costs would include expenses associated with support services such as rent, office furniture, supplies, and accounting and legal services. It is estimated that one-time costs to establish a new not-for-profit organization would be:

$1,500	Incorporation cost
4,500	Office furniture and equipment

Other estimated annual costs include:

$1,500	Office supplies
1,000	Dues and subscriptions
4,500	Rent
750	Accounting and legal

There did not seem to be any major obstacle to the establishment of a new not-for-profit organization. Once the legal paper work begins, a charter can be received within a few months. It would take time and effort on the part of the initiator to obtain the charter and satisfy the legal requirements.

The question of whether Z39 activities could justify and support a new independent organization was never fully resolved to the satisfaction of the Task Force. The initial favor shown by the Task Force

members for a new not-for-profit organization waned with later deliberations.

Later Considerations

The single most difficult problem for the Task Force was that of the secretariat for Z39. A consensus was reached in the earlier Task Force meetings on the need for a replacement of CNLA as the Z39 secretariat, but agreement could not be reached on an organization that should take up this role. By the time of the last meeting in October, most Task Force members had concluded that an existing organization was preferred over a new not-for-profit organization. Also at the final meeting, the CNLA representative presented their interests and plans for continuing as Z39 secretariat. CNLA had agreed with many of the suggested changes made by the Task Force in earlier drafts of this report. Plans were being made by CNLA to incorporate certain of the early recommendations into their planning for Z39. The report from CNLA was received by the Task Force with mixed feelings. While the suggested CNLA plans were in the right direction, some Task Force members showed concern that CNLA, as an organization, still did not represent the broader information transfer community; others that CNLA still has no facilities nor funds to support paid staff and clerical functions.

Attention was turned to the other existing organizations that were being considered by the Task Force as possible candidates for the Z39 secretariat position. The American Library Association had responded to the Task Force request for information on possible support services in a very positive fashion (See Appendix E).

ALA indicated the willingness to provide office space, 20 percent of the time of a Senior Staff Supervisor, 50 percent of the time of a Professional Assistant, and other office support services. Some Task Force members, while recognizing ALA's offer of financial assistance to support a portion of Z39 expenses, still expressed concern that ALA is primarily a library organization. Another point of concern was ALA's failure to keep American Standards Committee Z85 as an active group in developing standards for library furniture and equipment.

Other Task Force members felt that the membership of ASIS is much more representative of the kind of organization that should sponsor Z39. The current financial weaknesses of ASIS was given as a negative point against it. After a lengthy discussion of the pros and cons of ALA, ASIS, CNLA, NCLIS and a new not-for-profit organization, the Task Force members voted for their first and second choices for the secretariat position. ALA and ASIS each received three first-place votes, and the NCLIS received two first-place votes. As the discussions continued, the representative for the NCLIS withdrew that organization from consideration. A second vote between ALA and ASIS only was taken by the Task Force members. ALA received five votes to ASIS's three. Three members of the Task Force were not present at this last meeting.

Since the Task Force could not reach agreement on a single organization for secretariat, a compromise was sought. The best solution appeared to be one in which CNLA would continue as secretariat expanding along the lines recommended in this report. As part of the solution, three programs coordinators should be elected by the Z39 members to represent the three primary communities served

by Z39--libraries, information services, and related publishing activities. Z39 members would declare beforehand which of the three areas they wished to vote in. CNLA could appoint or make arrangement for the election of a chairperson, vice chairperson, and secretary/treasurer of Committee Z39. The three program coordinators would be free to initiate work in their own areas of concern through a coordinated planning body and to solicit funds beyond the normal Z39 funds for standards work in their respective areas. Additional funds could be sought on a project by project basis. With this kind of reorganization of Z39, the three communities could work at their own pace, slow or fast.

These elected officers would coordinate Z39 activities to be implemented by two full-time staff to be hired. A professional person would have the responsibility of carrying out the plans and policies. This person would be assisted by a full-time secretary.

RECOMMENDATIONS

Scope of Z39

The Task Force recommends that American Standards Committee Z39's name be changed from Standardization in the Field of Library Work, Documentation, and Related Publishing Practices, to Standardization in the Field of Information Transfer, Library Activities, and Related Publishing Practices. The scope of Z39 should be restated as follows:

> "To develop standards for information systems and their products, services, and utilization, particularly library, publishing, document delivery, information dissemination, and related systems for handling information and data in all media."

In addition, Z39 must identify and participate in related areas of concern to libraries, publishers, and information centers, but ones in which they are not the dominant forces. Increased membership should be pursued by Z39.

While the scope of the Information Systems Standards Management Board seems well-suited to Z39, the make-up of the Board does not have proper representation from the library and information transfer groups. It is recommended that the secretariat of Z39 nominate an expert in the field of information transfer to the Board.

Planning for Standards

A more planned approach to standards development should be adopted by Committee Z39. A "task" or "project" approach might be thought of as representing an approximate midpoint along the spectrum between the "bubble-up" and "master plan" methods. It would combine certain elements of the master plan approach as a means of coordinating standards activities, with the perceived needs for standardization as a means of providing the driving force for development and implementation. This approach can be characterized as follows:

1. A master plan defines the interrelationships among areas of standardization, consistent with existing, in-process, and potential standardization efforts.
2. The priorities for developing standards can be based on a combination of perceived needs, state-of-the-art, adoption potential, and cost/benefit considerations.
3. A task- or project-oriented approach can be taken to development activities, leading to sets of related standards rather than single, independent standards.
4. A certain minimum threshold of funded manpower and facilities is needed to coordinate development activities, to maintain continuity, and to assume responsibility for long-range planning.

It is recommended that Z39 expend the planning time, effort, and funds required to develop a matrix or plan of possible standards, then set priorities based on such considerations as: importance to concerned U. S. organizations and their ability to provide committee

resources; estimated impact on U. S. organizations if a foreign standard were accepted by ISO; state-of-the-art of the specific area in the U. S. and internationally; and estimated payoff versus the cost of developing a standard.

Secretariat

The Task Force recommends that the present secretariat, Council of National Library Associations, continue in that position. This recommendation is based on the condition that CNLA will reorganize the Z39 operation along the lines suggested by the Task Force in this report. If after a reasonable time CNLA cannot accomplish these recommendations, the Task Force recommends that the secretariat position for Z39 be shifted to the American Library Association.

Organization and Staff

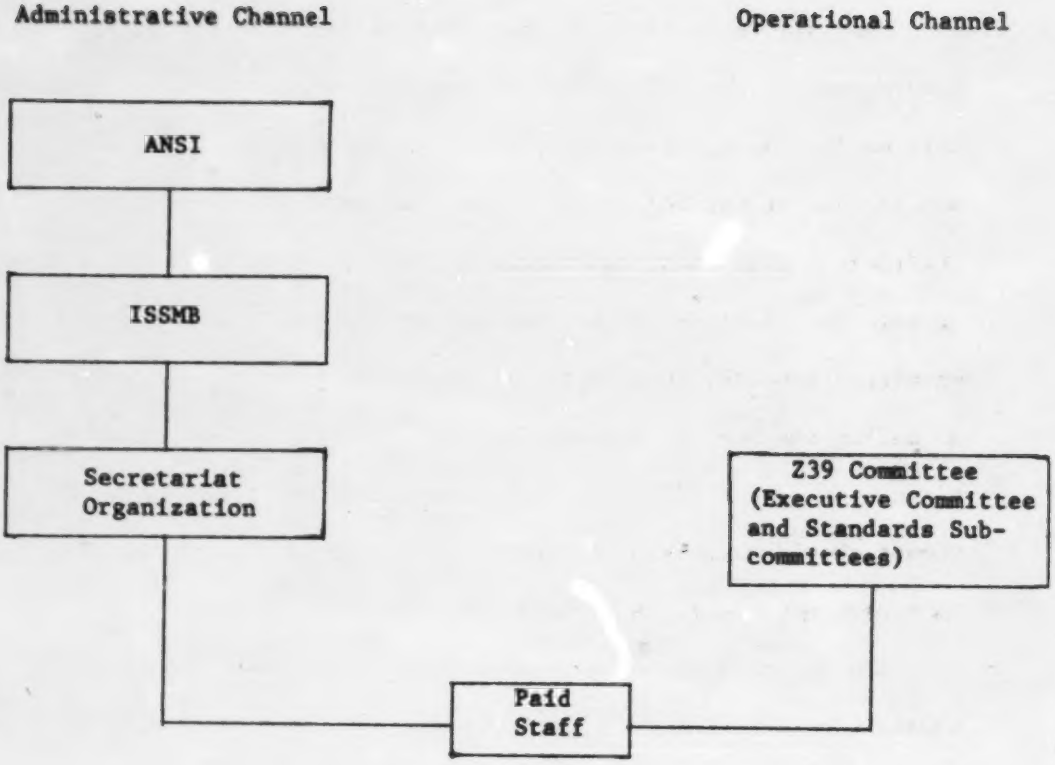
Z39 should remain a single committee, but with officers elected by the representatives of the member organizations. The elected officers should include a chairperson, vice chairperson, and three program coordinators to represent the three primary communities served by Z39--information services, libraries, and related publishing activities. Terms for officers should be staggered. The chairperson and vice chairperson would be elected from the total membership. For the election of the three program coordinators, each member of Z39 would declare before the voting which of the three areas they plan to vote in. Each member would therefore identify with one of the areas for purpose of selecting the program coordinators.

The Task Force is aware that CNLA is currently reviewing candidates for the replacement of the current chairperson. This will be done by appointment rather than election. It is recommended that at the end of the three-year term of the newly-appointed chairperson that CNLA, or another organization serving as secretariat, arrange for election of the chairperson and vice chairperson by the Z39 Committee members. Consideration should be given to the possibility of making the new appointment for only one year rather than the usual three-year term. After one year many of the recommendations of this report should have been initiated. Full-time Z39 staff would be on board, and elections of officers could then be held.

The officers should make up an Executive Committee who would serve as the planning body for Z39. This planning body would replace the current subcommittee S/C 1. The Executive Committee would be responsible for establishing policies and plans to meet the needs and priorities of standards work.

Two full-time staff should be hired to include a professional person, who would have the responsibility of carrying out the policies and plans on a day-to-day basis, and a full-time secretary. The professional person should be designated as the secretary/treasurer of Committee Z39 and serve in a non-voting capacity on the Executive Committee.

The following chart shows the primary organizational elements as recommended by the Task Force.



Funding

The Task Force estimated a budget of $155,000 for the first year of expanded operations. The recommended budget was developed as follows:

Full-time professional	$ 30,000
Full-time secretary	10,000
Total salaries	40,000
Benefits (25%)	10,000
Travel expenses (includes subcommittees)	50,000
Other direct support services	25,000
Total direct costs	125,000
Overhead (24%)	30,000
Total estimated first-year budget	$155,000

The secretariat should quickly move towards a broader funding base. While it is anticipated that grants will be used to fund the major part of the Z39 operation in the near future, other sources such as membership dues and a publications program should be developed.

Next Steps

Upon acceptance of this report by the NCLIS for publication, it should be given wide distribution for reaction from the information, library, and publishing communities. It should be formally transmitted to CNLA and ANSI for their review and comment and to the two funding agencies that have supported Z39, CLR and NSF. The initiative for the recommended changes to the Z39 organization and operations rests, for the most part, upon CNLA.

Present funding arrangements from CLR will permit Z39 to operate at a reduced level through June 1978. Preparations must begin in the next few months for future funding. If funding is to be sought from NSF, a proposal is required by NSF in February for possible July 1978 funding. The implication of the NSF February date is that the proposal needs to be started by CNLA in December. CNLA plans to have the new chairperson of Z39 designated by mid-November. These dates imply a very compressed time table for a number of critical events that should occur before July 1978. CNLA meets in early December, and the agenda will include the review of this report. An NCLIS representative will be present at this meeting, at the invitation of the Chairman, CNLA, to participate in the planning for implementation of the Task Force recommendations.

The following schedule outlines key next steps and dates necessary for the accomplishment of the recommendations by the Task Force:

	Event	Date
1.	CNLA appoint Z39 chairperson	1 December 1977
2.	NCLIS approve Task Force report	5 December 1977
3.	CNLA review Task Force report	9 December 1977
4.	CNLA start search for funding	December 1977
5.	CNLA arrange for election of program coordinators	January 1978
6.	Hold elections	February-March 1978
7.	Announce elected program coordinators	March 1978
8.	Executive Committee screen candidates for full-time professional staff person	April-May 1978
9.	Hire professional person	June 1978
10.	Begin expanded operations	July 1978

The suggested list of next steps does not include a number of required actions on the part of the secretariat. CNLA must find a new location for the Z39 office in the next few months. A request for the new name and scope of Z39 must be formally submitted to ANSI.

In the event that CNLA is not able to fulfill the above steps, NCLIS should then work with CNLA and ANSI towards the recommendations of the Task Force in the shift of the Z39 secretariat function to ALA. Should major problems arise in the course of implementation of these recommendations, the NCLIS should reconvene the Task Force for consultation.

BIBLIOGRAPHY

American National Standards Institute, American National Standards Institute Procedures for Management and Coordination of American National Standards, New York, Feb. 1975.

American National Standards Institute, ANSI Progress Report 1977, New York, March 1977.

Hill, Marjorie F. and Josephine L. Walkowicz, The World of EDP Standards, Washington, D. C.: National Bureau of Standards, Dec. 1976.

APPENDIX A

TASK FORCE ON
AMERICAN NATIONAL STANDARDS COMMITTEE Z39
ACTIVITIES AND FUTURE DIRECTIONS

MEMBERS

NAME AND TITLE	REPRESENTING ORGANIZATION
Joseph Becker President Becker and Hayes	Chairman, Task Force on Z39 Member, NCLIS
John E. Creps, Jr. Executive Director Engineering Index	National Federation of Abstracting and Indexing Services
John T. Corrigan* Editor Catholic Library World Catholic Library Association	Council of National Library Associations
Melvin S. Day Deputy Director National Library of Medicine	American Federation of Information Processing Societies
Efren W. Gonzalez Manager Science Information Service Bristol-Myers Products	Council of National Library Associations
Mary Herner Executive Vice President Herner and Company	Information Industry Association
Joseph H. Howard Director Processing Department Library of Congress	Library of Congress
Ben-Ami Lipetz Editor Information Science Abstracts	American Society for Information Science
John G. Lorenz Executive Director Association of Research Libraries	Association of Research Libraries
Frank E. McKenna Executive Director Special Libraries Association	Special Libraries Association

*Replaced Efren W. Gonzalez before the last Task Force meeting.

MEMBERS (CONTINUED)

NAME AND TITLE	REPRESENTING ORGANIZATION
Margaret K. Park Manager, Information Service Computer Center University of Georgia	Association of Information and Dissemination Centers
Sandra K. Paul Director, Cost Accounting and Inventory Management Random House	Association of American Publishers
David L. Staiger Director of Publications American Institute of Aeronautics and Astronautics	Council of Engineering and Scientific Society Executives
Pat Woodrum Director Tulsa City-County Library System	American Library Association

RESOURCE PERSONS

Lee Burchinal Director Division of Science Information National Science Foundation	National Science Foundation
Ruth Frame Deputy Executive Director American Library Association	American Library Association
Lawrence Livingston Program Officer Council on Library Resources	Council on Library Resources
Mario Pisciotta Deputy Managing Director Standards Program, American National Standards Institute	American National Standards Institute
Alphonse F. Trezza Executive Director National Commission on Libraries and Information Science	National Commission on Libraries and Information Science

NCLIS STAFF

Vernon E. Palmour, Staff Consultant

Douglas S. Price, Project Monitor, Deputy Director, NCLIS

APPENDIX B

COMMITTEE Z39 MEMBERSHIP*

Acoustical Society of America

American Association of Law Libraries

American Business Press

American Chemical Society

American Concrete Institute

American Institute of Physics

American Library Association

American Nuclear Society

American Petroleum Institute

American Psychological Association

American Society for Information Science

American Society for Testing and Materials

American Society of Indexers

American Society of Mechanical Engineers

American Translators Association

Association for Computing Machinery

Association of American Library Schools

Association of American Publishers

Association of American University Presses

Association of Jewish Libraries

Association of Research Libraries

Association of Information and Dissemination Centers

BioSciences Information Service (BIOSIS)

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* Current as of March 1977.

Book Manufacturers' Institute, Inc.

R. R. Bowker Company, Inc.

Catholic Library Association

Church and Synagogue Library Association

Council of Biology Editors

Council of National Library Associations

Council on Library Resources, Inc.

Engineering Index, Inc.

Enginering Societies Library

Engineers Joint Council

Information Industry Association

Institute of Electrical and Electronics Engineers, Inc.

Library Binding Institute

Library of Congress

Medical Library Association

Music Library Association

National Academy of Sciences

National Agricultural Library

National Association of Home Builders

National Bureau of Standards, Institute for Computer Sciences and Technology

National Federation of Abstracting and Indexing Services (NFAIS)

National Library of Medicine

National Security Industrial Association, Technical Information Advisory Committee

Printing Industries of America

Shoe String Press

Society for Technical Communication

Special Libraries Association

The Ohio College Library Center

U. S. Department of Commerce, National Technical Information Service

U. S. Department of Defense

U. S. Department of Health, Education and Welfare, Office of Education, Division of Library Programs

U. S. Department of the Interior, Office of Water Resources Research

APPENDIX C

COMMITTEE Z39 SUBCOMMITTEES*

S/C 1 - Program Planning

S/C 2 - Machine Input Records

S/C 4 - Bibliographic References

S/C 5 - Transliteration

S/C 7 - Library Statistics

S/C 10 - Arrangement of Periodicals

S/C 12 - Indexes

S/C 18 - Book Statistics

S/C 30 - Standard Account Number

S/C 33 - Bibliographic Entries for Microfiche Headers and Roll Microfilm Containers

S/C 34 - Journal Article Code

S/C 36 - Standard Order Form

S/C 37 - Microform Publishing Statistics

S/C 38 - Scientific and Technical Translations

S/C 39 - Synoptics

S/C 40 - Serial Holdings Data

S/C 41 - Book Spine Layout

S/C 42 - Serial Claim Form

S/C 43 - Bibliographic Code Design

S/C 44 - Newspaper and Journal Publishing Statistics

S/C 45 - Library Identification Code

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* Current as of March 1977

APPENDIX D

COMMITTEE Z39 STANDARDS*

Z39.1-1967	Periodicals: Format and Arrangements
Z39.2-1971	Bibliographic Information Interchange on Magnetic Tape
Z39.4-1968 (R1974)	Basic Criteria for Indexes
Z39.5-1969 (R1974)	Abbreviation of Titles of Periodicals
Z39.6-1965	Trade Catalogs
Z39.7-1968 (R1974)	Library Statistics
Z39.8-1968	Compiling Book Publishing Statistics
Z39.9-1971	Identification Number for Serial Publications
Z39.10-1971	Directories of Libraries and Information Centers
Z39.11-1972	System for the Romanization of Japanese
Z39.12-1972	System for the Romanization of Arabic
Z39.13-1971	Advertising of Books
Z39.14-1971	Writing Abstracts
Z39.15-1971	Title Leaves of a Book
Z39.16-1972	Preparation of Scientific Papers for Written or Oral Presentation
Z39.18-1974	Guidelines for Format and Production of Scientific and Technical Reports
Z39.19-1974	Guidelines for Thesaurus Structure, Construction, and use

*Current as of November 1977.

Z39.20-1974	Criteria for Price Indexes for Library Materials
Z39.21-1973	Book Numbering
Z39.22-1974	Proof Corrections
Z39.23-1974	Technical Report Number (STRN)
Z39.24-1976	System for the Romanization of Slavic Cyrillic Characters
Z39.25-1975	Romanization of Hebrew
Z39.26-1975	Advertising of Micropublications
Z39.27-1976	Structure for the Identification of Countries of the World for Information Interchange
Z39.31-1976	Format for Scientific and Technical Translations
Z39.29-1977	Bibliographic References
Z39.33-1977	Development of Identification Codes for use by the Bibliographic Community

APPENDIX E

LETTERS

NCLIS letter of 18 July 1977 to ALA and ASIS

ASIS reply of 25 August 1977

ALA reply of 22 September 1977

National Commission on Libraries and Information Science
1717 K STREET, N.W. SUITE 601, WASHINGTON, D.C. 20036

18 July 1977

Mr. Samuel B. Beatty
Managing Director
American Society for Information Science
1155 16th Street, N.W.
Washington, D.C.

Dear Sam:

The Task Force on American National Standards Committee Z39, Activities and Future Directions, is conducting a brief study of Z39. As part of this investigation, certain organizations are being contacted concerning the possibility of their serving as Secretariat. The functions of the Secretariat, as listed in American National Standards Institute Procedures for Managment and Coordination of American National Standards, are:

4.5.2 Functions. In the preparation of documents for consideration as American National Standards, the secretariat shall be responsible for carrying out the Institute's procedures for American National Standards Committees. The duties of the secretariat include responsibility to:

(1) Organize the American National Standards Committee in cooperation with the Institute.

(2) Submit the list of committee members for standards management board approval, in accordance with 4.8.4.

(3) Determine that the representatives on the American National Standards Committee participate actively, and that all those having a substantial concern with, and competence in, standards within the committee's scope have the opportunity to participate.

(4) Submit proposed revisions of the scope of the American National Standards Committee for standards management board approval, when recommended by the American National Standards Committee.

(5) Appoint the officers of the American National Standards Committee or arrange for their election by the committee.

(6) Propose programs of work, together with proposed completion dates, and give direction and guidance to the American National Standards Committee.

(7) Carry out the administrative work, including secretarial services, arrangements for meetings, and preparation and distribution of draft standards, letter ballots, and minutes of meetings.

(8) Ensure that meetings of the committee are not closed to the concerned public.

(9) Follow the procedures of 4.11 through 4.11.5 when letter ballots are taken.

(10) Report results of voting to the Institute in accordance with 4.11.6.

(11) Maintain standards within the scope of the American National Standards Committee in an up-to-date condition and arrange for publication (see 8.3) and for distribution of approved standards to committee membership.

(12) Keep the cognizant standards management board informed of the activities of the American Standards Committee by sending to the secretary of the board information copies of all material distributed to the committee.

(13) Submit status reports of the work in progress to the cognizant standards management board, at least annually, and promptly announce the initiation of new work.

(14) Encourage use of ANSI Style Manual.

The Institute may perform unscheduled audits at appropriate intervals to confirm that the responsibilities of the secretariat as delineated in (1) through (4) are being carried out.

The Task Force has identified the following broad criteria to assist in the review of organizations as Secretariat.

(1) Represents broad range of interests in the information community.

(2) Acceptable to community.

(3) Capable of providing quarters, supervisory and support services.

(4) Able to provide financial support.

(5) Capable of publishing and distributing standards.

(6) Able to receive and dispense funds.

(7) Interested and willing to be Secretariat.

(8) Appropriate legal basis, e.g., 501(C)(3) organizations.

The following organizations are being considered by the Task Force as candidates for Secretariat:

(1) American Library Association

(2) American Society for Information Science

(3) National Commission on Libraries and Information Science

(4) New not-for-profit organization

It is anticipated that all costs would be covered by foundation grants, membership dues, etc., the first two or three years. The Secretariat, however, would be expected to provide some basic costs from its own resources.

If your organization is interested in being considered as Secretariat, please indicate which of the following services listed on the attached sheet could be provided.

Sincerely,

Alphonse F. Trezza
Executive Director

Attachment

CC: Margaret Fisher

SERVICES	COULD BE PROVIDED WITHOUT CHARGE	COULD BE PROVIDED WITH CHARGE
1. Receive and disburse funds	☐	☐
2. Make staff and travel arrangements	☐	☐
3. Provide staff benefits	☐	☐
4. Provide accounting	☐	☐
5. Provide staff and furnishings for two full-time staff	☐	☐

Comment on other available services. _____

asis
AMERICAN SOCIETY FOR INFORMATION SCIENCE
1155 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036 • Telephone 202/659-3644

25 August 1977

Mr. Alphonse F. Trezza
Executive Director
National Commission on Libraries
and Information Science
1717 K Street, NW, Room 601
Washington, DC 20036

Re: Task Force on American National Standards Committee Z39 - Activities and Future Directions

Dear Al:

Your letter of 18 July 1977 requested an indication as to whether the American Society for Information Science (ASIS) is interested in being considered for the Secretariat of American National Standards Committee Z39.

This matter had previously been placed on the agenda of the ASIS Council's July meeting and the arrival of your letter was therefore timely in that it facilitated the Council discussion that ensued. Ben-Ami Lipetz, Mel Day, and Ted Brandhorst, all of whom have attended meetings of the Task Force, were able to provide the other Council members with relevant background and commentary on Task Force deliberations thus far.

I am pleased to be able to respond to you in the affirmative. By unanimous vote, Council recorded its desire that ASIS be considered by the Task Force as a potential Z39 Secretariat. Council further directed me to state its belief that ASIS is eminently well qualified to fulfill this role. Responding to your eight broad criteria, the following observations can be made:

(1) Represents Broad Range of Interests in the Infomration Community

ASIS is a personal membership professional organization with approximately 4000 members. ASIS imposes no test of employment or educational background on its members; consequently, it exhibits great diversity in its membership, and this is conceived as one of its major strengths. ASIS members are involved in all aspects of information service (librarianship, publishing, micrographics, secondary services, data base management, computer techniques, information science research, education, etc.). No discipline predominates in ASIS and all are respected and understood.

(2) Acceptable to the Community

ASIS is well known to the community served by Z39. ASIS journals and monographs circulate widely and its conferences are always attended by numerous non-members. ASIS is active in various multi-society activities and maintains liaison with over 20 related domestic and international organizations.

(3) Capable of Providing Quarters, Supervisory and Support Services

ASIS maintains its headquarters in Washington at the American Chemical Society building, 1155 Sixteenth Street, NW. Headquarters staff currently amounts to five individuals, but has been as high as fifteen during periods of peak activity, such as when it operated the ERIC Clearinghouse on Libraries and Information Science for the Office of Education.

ASIS has all normal office equipment (e.g. office copiers, typewriters telephones, file cabinets, etc.) and provides all normal support services for an organization of its type (e.g. payroll, mailing list maintenance, travel arrangements, etc.). In addition, ASIS has easy access to many specialized services through regular vendor channels (e.g. printing, art work, computer services, etc.).

ASIS would anticipate no difficulty in providing Z39 with adequate quarters, support services, and overall management.

(4) Able to Provide Financial Support

This is the one area where we must respond in the negative. As you are aware, ASIS has recently gone through a period of serious financial problems. We believe those problems are now behind us (see attached letter to the membership from President Fischer) and that our future is bright. Nonetheless, in order to prevent a recurrence of such problems, we have embarked on a course of conservative business management that makes it impossible for us to assume any new liabilities. We want to emphasize that our interest in Z39 in no way reflects our expectation of financial profit. No profit would be expected. At the present time, however, no loss can be tolerated either, and all new operations must pay their own way.

(5) Capable of Publishing and Distributing Standards

ASIS has published journals and monographs since its inception. This has been done either directly or via license. ASIS is fully capable of arranging for the publication and promotion of standards documents, should analysis reveal that this activity should be performed by the Secretariat rather than ANSI.

(6) Able to Receive and Dispense Funds

ASIS is fully capable of receiving and dispensing funds and has in the past received contracts and grants from several Grant agencies.

(7) Interested and Willing to be Secretariat

Council unanimously voted on July 20th that it was both interested and willing, given the financial qualifications expressed in this letter.

(8) Appropriate Legal Basis, e.g. 501(c)(3) Organization

ASIS is a non-profit 501(c)(3) organization appropriately incorporated.

We trust that the above response will meet your needs. We are convinced that ASIS would be effective, responsive, and resourceful in serving as the Secretariat for Z39 and in advancing Z39's work and encouraging the wide adoption of Z39 standards. We are professionally committed to the development and promulgation of standards for information work. We regret that our financial situation is such as to unable us at this time to contribute our own funds toward this worthy goal. Perhaps sometime in the future this would be possible, but we cannot, in good faith, hold out prospects for such a contribution in the near term.

Sincerely,

Sam for

Samuel B. Beatty
Managing Director

SBB/rah

cc: W. T. Brandhorst
A. N. Grosch
M. T. Fischer
B. Lipetz

AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET · CHICAGO, ILLINOIS 60611 · (312) 944-6780

September 22, 1977

TO: Task Force on ANS Committee Z-39

FROM: Robert Wedgeworth, Executive Director R.W.
American Library Association

On July 26, 1977, I wrote to Mr. Alphonse Trezza responding to the Task Force's request regarding ALA's interest in sponsoring the Z-39 secretariat.

In response to the Task Force's recent request for more detailed information, I am forwarding this memo as a guide to the general kinds and level of support which the ALA would probably be able to provide if this association were to become the sponsor of the secretariat of Z-39.

The ALA would be able to provide approximately:

150 to 200 square feet of office space for clerical and professional work of the committee, plus extensive storage space in the ALA warehouse.

20% of the time of a Senior Staff Supervisor (this is the level of such positions as the division Executive Secretaries and other Program Directors, salary schedule, $19,680 - $29,268.)

50% of the time of a Professional Assistant (this is the level of a Program Officer I, salary schedule, $11,712 - $16,548.)

Use of the ALA Headquarters Library.

Access to extensive information dissemination and publishing capacity via several journals and newsletters, as well as possible editorial assistance of the publishing department.

Such office furnishings and equipment as may be available from ALA surplus.

Reproduction and data processing, telephone, and postal services at the same cost recovery (non-profit) rates as ALA units receive.

The provision of the above facilities and staffing from ALA would be contingent upon the Z-39 committee's having outside support to pay the costs of committee activities including travel, postage, long distance telephone calls, reproduction of materials, and other related operational costs. The committee would also be expected to have outside support to pay for 50% of the salary and benefits of a Professional Assistant and the salary and benefits of one full-time Secretary. All Z-39 staff would have ALA staff privileges and be part of the ALA staff.

The indirect administrative charges of ALA projects are normally 20%. If the ALA were to serve as the sponsor of the Z-39 secretariat, we would charge only an 11% indirect administrative charge on the operational funds of Z-39; this indirect cost estimate is based upon the following services: building maintenance, utilities, switchboard and receptionist, mailroom and shipping, reprographics, fiscal, and general administration.

I wish to again emphasize that the ALA is deeply concerned with the continuation of the development of standards in the areas of interest of all Z-39 representatives and the Task Force; and the association can provide continuing services to a wide ranging program with national and international concerns.

We do not seek to compete for designation as the sponsor of the Committee, but we will seriously consider any request of the Task Force to determine terms and conditions under which this Association can assure a smooth transition and continuation of the Committee's work.

RW/ekw:mg

cc: A. Trezza
V. Palmour
P. Woodrum

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